

Working Memo 328

DATE: November 6, 1981

TO: All Division Engineers

FROM: Richard M. DiSalvo Jr., P.E., Training and Certification Chief
Bureau of Water Supply Engineering

THRU: Allen R. Hammer, Director
Bureau of Water Supply Engineering

Eric H. Bartsch, Director
Division of Water Programs

SUBJECT: Water-Procedures-Certification Requirements
(Delete Working Memos 100, 130, 135, and 168)

This memoranda supersedes the information presented in Working Memos 100, 130, 135, and 168.

Bureau policies concerning Water Certification are as follows:

1. Waterworks serving 400 persons or more will require an appropriate class operator.
2. Waterworks serving less than 400 persons will require a certified operator only if this Bureau has certified to the Department of Commerce (DOC) that an operator is needed. Additionally, we must indicate what classification is necessary.
3. Chlorination alone is not sufficient reason to certify that an operator is needed.
4. When a treatment scheme is complex or difficult (for example: chlorination + turbidity monitoring + lime/soda ash addition), the District Engineer will recommend that the system be certified at a particular class. He should prepare a letter to DOC for the Regional Director's signature and copy the Central Office.
5. When the source of water is considered unstable by nature or history, the District Engineer will likewise recommend the system be certified at an appropriate class. For example, chlorinated surface water systems or springs (with or without chlorination) with histories of turbidity problems.
6. A waterworks having as its source of water another approved waterworks and not having storage, pumping, or treatment facilities is not required to have a certified waterworks operator.

7. Decertification - Since our workload does not allow an all out effort to decertify, we will accomplish the task on a case by case basis. If an owner or operator requests a review of the system's certification, please consider the case and make a recommendation. If you make a field inspection of a water supply, consider its certification and if necessary, recommend a change.

In order for the DOC to be aware of a specific waterwork's classification, we must notify the department. We act as the "eyes and ears" for the DOC, notifying them which water supplies require operators. The DOC should be notified of 1.) new waterworks which are being classified (See WM 322, Appendix 18E, item 16), as well as, 2.) any reclassification which the District Engineer recommends. A letter, signed by the Regional Director (C.O. copied), must be sent to:

Mr. Geralde Morgan, Executive Director
Water and Wastewater Certification Board
Department of Commerce
2 South 9th Street
Richmond, Virginia 23219

The letter should indicate the assigned classification, but not the number of operators needed. Our operator requirements are not congruent with the DOC requirements. I must stress that the waterworks is not classified until the DOC is made aware of the situation. The waterworks becomes "officially" classified once the owner receives a letter from the DOC.

Variances to the requirements for operator can only be given when our requirements supersede those of the DOC. Any attempt for a variance to DOC requirements must be made directly to the DOC by the waterworks owner.